

EXHIBIT 3A-6

TENANT BASED RENTAL ASSISTANCE CHECKLIST

Admin Manual Exhibit

SUBMIT WITH SET-UP REPORT:

- | | |
|---|-----|
| <input type="checkbox"/> Tenant Based Rental Assistance Set Up Form | 3-N |
|---|-----|

SUBMIT WITH PAYMENT REQUEST:

- | | |
|--|-----|
| <input type="checkbox"/> Request for Payment Form (all sections) | 3-E |
| <input type="checkbox"/> Project Progress Report | 3-J |
| <input type="checkbox"/> Match Documentation | -- |

SUBMIT WITH COMPLETION REPORT:

THERE IS NO PROJECT COMPLETION REPORT FOR TBRA

RETAIN IN CLIENT FILES:

- | | |
|--|------|
| <input type="checkbox"/> Program application | -- |
| <input type="checkbox"/> Income verification with source documents | 7-I |
| <input type="checkbox"/> Signed and dated lease agreement between landlord and tenant (not to exceed 2 years) | -- |
| <input type="checkbox"/> HQS Inspection Form - (special attention to LBP) | 10-C |
| <input type="checkbox"/> LBP Notification documentation (signature page only) | 2V-i |
| <input type="checkbox"/> Names of children under the age of 6 living in the unit | -- |
| <input type="checkbox"/> Documentation that the property address was compared to the DPHHS database for lead-elevated blood levels in children | -- |

RETAIN IN HOME PROJECT FILES:

- | | |
|--|----|
| <input type="checkbox"/> Support documentation for project and administrative expenditures | -- |
| <input type="checkbox"/> Match documentation | -- |

After all the projects have been completed, a Certification of Completion / Status of Funds Form and Closeout Certification must be sent to the Program Officer.

Copies of yearly audits for years during which HOME funds were received and disbursed must be submitted to the HOME Program.